

Hall of Records
Commission

GUIDE FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-84**

PAGE
NO. **1.**

1. Requesting Agency
CAROLINE COUNTY

2. Division or Bureau of Requesting Agency
BOARD OF SUPERVISORS OF ELECTIONS

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>MINUTE BOOK</u></p> <p>Size: 12" x 14" x 2" Dates: October 1893-March 1926 (1 volume); 1942 - - Quantity: 3 volumes File Arrangement: Chronological by date of meetings</p> <p>The Minute Books cover proceedings of the Board of Supervisors of Elections on appointments of election judges and other election officers, rent of buildings and general procedure relating to supervision of elections. Expenses of Elections (Item 2) have been included in the Minutes since 1942.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>EXPENSES OF ELECTIONS</u></p> <p>Size: 12" x 14" x 2" Dates: 1898-1928 Quantity: 1 volume File Arrangement: Chronological by election year Disposable Amount: Discontinued</p> <p>This record lists election expenses for rent, salaries of judges of elections, deputies, clerks, doorkeepers and others who participate in supervising election activities. Since 1942, this</p>	

7. Agency, Division or Bureau Representative

Mary E. Quinn
Signature

Charles B. Rummel
Title

6/23/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/24/57
Date

Morris S. Radloff
Archivist

MAY 28 1957
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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information has been incorporated in the Minute Books.

RECOMMENDATION: RETAIN PERMANENTLY.

3. REGISTER OF VOTERS

Size: 22" x 28" x 1"

Dates: 1894 - -

Quantity: 192 volumes (60 cubic feet)

File Arrangement: Chronological and by district and precinct

Index: Alphabetical thumb index by name of voters

The Register of Voters is compiled by the Boards of Registry, appointed by the Board of Supervisors of Elections, for each precinct of each election district. The Register shows the residence, post office address and name of the voter, the party affiliation, whether voter is sworn or affirmed, his age, place of birth, color, and length of residence, county, and State. If the voter is a naturalized citizen, this fact is noted with his literacy ("can read"), whether or not he is a qualified voter, and the date of application for registration. Any vote challengers are indicated and the dates of voting in primaries and general elections are separately listed.

Prior to 1951, one set of registration books was retained by the Board. Since 1951, two sets are complete to 1956, when a visible card system (two sets) superseded the book method of registration. Under Article 33, Section 15, Annotated Code of Maryland, 1951 Edition, the Boards of Supervisors of Elections are empowered to acquire and use registration books composed of cards or loose-leaf sheets. One set of cards, filed alphabetically by name of voter irrespective of voting district, is permanently located in the office of the Board of Supervisors of Elections; the second set, arranged by district, precinct, and then alphabetically by name of voter, is distributed to the precincts for use during elections after which it is returned to the Board by the precincts.

A. RECOMMENDATION: RETAIN PERMANENTLY ONE SET OF THE REGISTRATION BOOKS FOR THE PERIOD PRIOR TO 1956, AND DESTROY ALL DUPLICATE COPIES.

B. RECOMMENDATION: RETAIN BOTH SETS OF REGISTRATION CARDS WHILE CURRENT AND FOR FIVE YEARS AFTER THEY ARE WITHDRAWN BY REASON OF DEATH, REMOVAL, DISQUALIFICATION OR FOR OTHER REASONS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 21 1957

[Signature]
SECRETARY